



Our Job Seeker's Guide

Top CV Tips:



Include a concise personal statement at the top of your CV. Tell the reader who you are, what you offer, what you are looking for, or a bulleted list of 3-4 key achievements in your career to make an impact right from the start of the CV.



List your career, with the business, job title, and the dates you were in position, starting with the most recent, or current role, first.



Include a brief summary of each business. This provides the reader with some context if they're not familiar with your previous employers. Explain briefly what the business does, its key customers and the size of the organisation.



Remember to include your achievements! Only listing your responsibilities lacks depth – quantify how successful you were by showcasing the impact you had with facts and figures.

Don't go to interview without...



Checking the 'Meet the Team' section on the website, and reading reviews, looking at their products or services, and scanning the news for any recent updates.



Being able to talk in-depth about your achievements. Be prepared to explain in detail, using the **STAR (Situation, Task, Action, and Result)** technique, examples that will give your recruiter a real insight into you, and what you'd be able to do for them if you get the job!



Being clear on why you'd like to work for the business that you're interviewing with. Focus on the reasons you'd like to take on the role, be part of the organisation, and what you could bring to them.



And remember to follow up afterwards – an email to thank the recruiter for their time shows courtesy and good manners, and will remind them of you if they've had a heavy day of interviews.



Job Hunting Strategy



Be clear on your objective for moving roles. Are you looking for a promotion, to expand your experience or perhaps to switch direction? Knowing this will avoid you wasting time and applying for roles that won't meet your needs.



Create a plan. Be clear on the roles you intend to apply for, and the recruiters who operate in your field and can provide advice and guidance, as well as give you access to the employers that interest you.



Keep a note of which roles you apply for and when. Sadly, it's common for applicants to never hear from a business after sending their application. It's always worth following up with a call or email if you haven't heard anything.



Listen to feedback and make notes. Whilst a rejection can hurt, especially if you really wanted the job, taking constructive feedback will help you in the future. Don't worry if this happens, keep going!



Useful Links

nationalcareers.service.gov.uk

linkedin.com

totaljobs.com

reed.co.uk

uk.indeed.com

Whilst job hunting can feel tough, it only takes a couple of small breakthroughs to give you a lift.

Focus on these, and your end goals to keep you going, and we're always here to help if we can.

Good Luck!

